

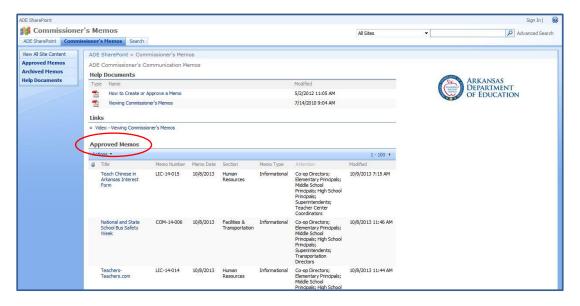
## **Commissioner Memo System**

## **How to Search for Commissioner Memos**

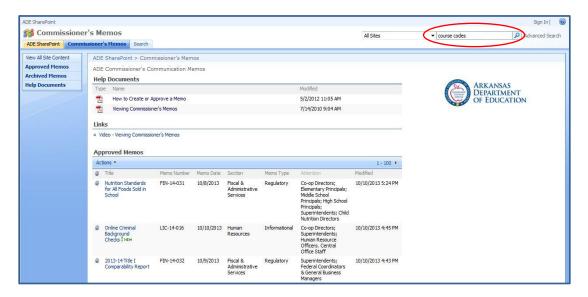
Navigate to the following URL to access the system:

http://adesharepoint2.arkansas.gov/memos/default.aspx

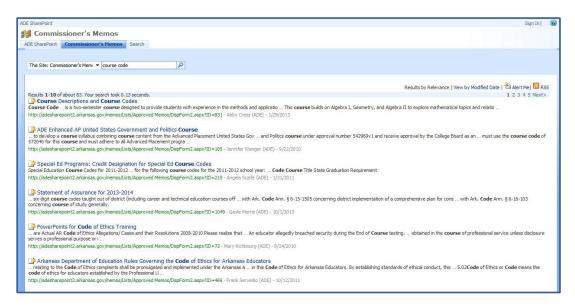
A list of all memos will be displayed in the Approved Memos section.



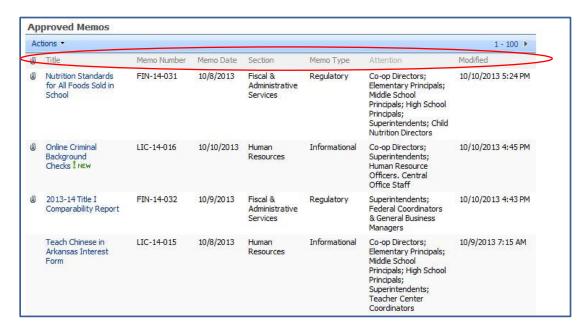
In the search bar, enter the title, memo number, or keyword(s) from the memo you are looking for and select the search button.



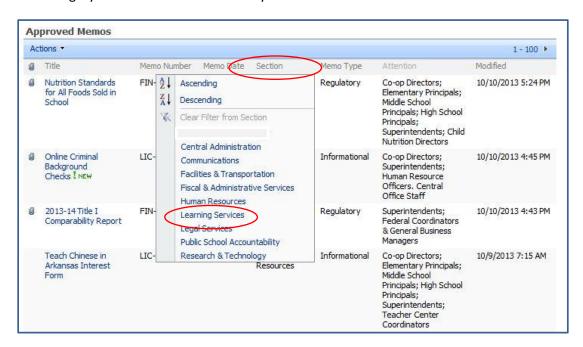
A list of all Commissioner Memos with that keyword(s) will appear in the list.



You can also search Commissioner Memos by sorting the memos by any of the categories listed. (Title, Memo Number, Memo Date, Section, Memo Type, Attention, or Modified)



Select the category name and then select how you would like to sort the memos.



The memos will now be displayed depending upon how you chose to sort the memos.

